

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Subject: IJ Visa Status Letter

Dear [Recipient Name],

I am writing to formally request an update on my current IJ Visa status.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- IJ Visa Application Number: [Your Application Number]
- Date of Application Submission: [Submission Date]

I would appreciate any information regarding the progress of my application and any additional steps that may be required on my part. Thank you for your assistance. I look forward to your prompt response. Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]